



DCMA Manual 3101-01

PROGRAM SUPPORT LIFE CYCLE

Office of Primary Responsibility:	<i>Integrating Capability - Program Support Capability</i>
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Purpose: This issuance, in accordance with the authority in DoD Directive (DoDD) 5105.64:

- Implements policies in DCMA-INST 3101
- Provides and defines procedures for Program Establishment, Lead Contract Management Office Assignment, Program Planning and Program Transition, Suspension and Termination
- Fulfills the Agency's responsibilities pursuant to Federal Acquisition Regulation (FAR) **Subpart** 42.3, "Contract Administration Office Functions" (FAR 42.302(a)(31) and (67)), Defense Federal Acquisition Regulation Supplement (DFARS) **Subpart** 242.302(a)(S-75), Office of the Secretary of Defense (OSD) DAES Deskbook, and OSD DAES Guidelines

SUMMARY OF CHANGES

Substantive changes have been made to this Manual. The purpose of the substantive changes were to improve the efficiency of Program Support requirements. Agency users and stakeholders should read this manual in its entirety. The following identifies the most notable changes:

- Streamlines Program Establishment by combining Program Initiation and Lead Contract Management Office (CMO) requests
- Restructures the Program Integrator (PI), Support Program Integrator (SPI), Program Support Team (PST) and Support Program Support Team (SPST) appointment process by using the PST Collaboration Site and eliminates the appointment letter
- Establishes the Program Support Agreement (PSA) and eliminates the Multifunctional Letter of Delegation (LOD)
- Streamlines the program termination and suspension process by removing the requirement for the Operational Unit (OU) Commander or Director approval
- Establishes training requirements for Military Personnel assigned as PI/SPIs

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to all DCMA Components, DCMA Operational Units (OUs), and DCMA Contract Management Offices (CMOs) involved with Program Support (PS) unless it conflicts with higher-level regulations, policy, guidance, waiver, or agreements, in which case those take precedence. Requests for exception to this Manual must be addressed through the deviation or waiver process in the DCMA Manual (DCMA-MAN) 501-01, “Policy Issuances Procedures.”

1.2. POLICY. It is DCMA policy to:

a. Deliver global acquisition insight for all programs and High Visibility Commodities by providing objective, independent, relevant, timely, and actionable information to the Acquisition Enterprise.

b. Comply with OSD ~~DAES Deskbook and OSD DAES or Service Component~~ Guidelines when reporting on ~~DAES~~ programs; ~~specifically, the 3 of 11 DAES assessment categories: Contract Performance Assessment (CPA), Production Assessment (PA), and Management Assessment (MA).~~

c. Understand and provide support to our customers by maintaining dialog and good relationships through: a mutual agreement of DCMA support, periodic engagements, and an assessment of their level of satisfaction pertaining to our services.

d. Execute this Manual in a safe, efficient, effective, and ethical manner.

SECTION 2: RESPONSIBILITIES

2.1. EXECUTIVE DIRECTOR, PORTFOLIO MANAGEMENT AND BUSINESS INTEGRATION (PM&BI). The Executive Director, PM&BI, must:

- a. Approve Major Program designation~~s~~.
- b. Designate the Lead CMO ~~as applicable~~ *for Major Programs and High Visibility Commodities*.
- c. Relieve CMO of PS requirements as applicable.
- d. Approve Agency Acquisition Program Labor Codes.

2.2. EXECUTIVE DIRECTOR, FINANCIAL AND BUSINESS OPERATIONS (FB). The Executive Director, FB, must assign Agency Acquisition Program Labor Codes.

2.3. DIRECTOR, MAJOR PROGRAM SUPPORT (MPS) DIVISION. The Director, MPS Division must:

- a. Notify OU of program establishment, program designation, Lead CMO designation, and program changes.
- b. Recommend Lead CMO designation for Major Programs.
- c. Recommend Major Program designation~~s~~.
- d. Establish and maintain the program record.
- e. Maintain the Program Support ~~Application Team Collaboration Site~~.
- f. Coordinate Agency Acquisition Program Labor Code.
- g. Conduct PS training.

2.4. DIRECTOR, SUSTAINMENT GROUP. The Director, Sustainment Group must:

- a. Represent the Agency on High Visibility Commodities.
- b. Designate an Agency action officer for High Visibility Commodities.
- c. Recommend Lead CMO designation~~s~~ for High Visibility Commodities.

2.5. DIRECTOR, CUSTOMER ENGAGEMENT GROUP. The Director, Customer Engagement Group must assist *the MPS Division* in program suspension and termination determination.

2.6. COMMANDERS OR DIRECTORS, OPERATIONAL UNITS (OU). The Commanders or Directors, OU must:

- a. Recommend Lead CMO designation *for Major Programs and High Visibility Commodities*.
- b. Recommend Major Program designations.
- c. Approve Lead CMO for Non-Major Programs *as applicable*.
- d. Approve reporting requirements for Non-Major Programs as applicable.*
- ~~d~~ e. Recommend relief of PS requirements.
- e* f. Notify CMO of program establishment, program designation, Lead CMO designation, and program changes.
- f* g. Assist CMOs in program-related problem and issue resolution and continuous improvement in support of customer requirements.

2.7. DIRECTOR, SPECIAL PROGRAMS. The Director, Special Programs must:

- a. Comply with DCMA-INST 3101 and meet the intent of this Manual to the maximum extent practicable for all Special Access Programs (SAP) and Sensitive Compartmented Information (SCI) contracts.
- b. Designate Lead CMO for SAP.

2.8. COMMANDERS OR DIRECTORS, CMO. The Commanders or Directors, CMOs must:

- a. Ensure their CMO complies with the requirements of this Manual.
- b. Ensure appropriate and adequate resources are in place to execute PS requirements.
- c. Initiate Program Support Agreements (PSA).*
- ~~c~~ d. As Lead CMO *for a program or High Visibility Commodity*:
 - (1) Serves as the lead for Agency oversight supporting their CMO designated programs and High Visibility Commodities.

(2) Request establishment, suspension, and termination of a Program and Lead CMO *as required*.

(3) Appoint the Program Integrator (PI) ~~and Program Support Team (PST)~~.

(4) Sign and approve Program Support Plans (PSP).

(5) Perform reporting duties as outlined in DCMA-MAN 3101-02 “Program Support Analysis and Reporting”.

~~d. As a delegated CMO~~

e. CMOs with a signed PSA:

(1) Appoint the Support Program Integrator (SPI) ~~and Support Program Support Team (SPST)~~.

(2) Sign and approve Support Program Support Plans (SPSP).

2.9. COMMANDERS OR DIRECTORS, SPECIAL PROGRAMS CMOs. The Commanders or Directors, Special Programs CMOs must meet the intent of this Manual to the maximum extent practicable for all SAP and SCI contracts.

2.10. PROGRAM INTEGRATOR AND SUPPORT PROGRAM INTEGRATOR. The Program and Support Program Integrator must:

a. Manage and lead the *Program Support Team (PST)* or *Support Program Support Team (SPST)*.

b. Coordinate with the PST or SPST and the functional supervisors to ensure the PST or SPST functions as a cohesive, integrated multi-functional team.

c. Write and execute the PSP or SPSP.

d. Perform Contract Receipt and Review (CRR) activities as outlined in DCMA-MAN 2501-01, “Contract Receipt and Review.”

e. Maintain program records.

f. Issue and maintain ~~multi-functional~~ Letters of Delegation (LOD) or ~~functional PSA LOD~~ as needed.

g. Perform surveillance, analysis, and reporting as outlined in DCMA-MAN 3101-02.

2.11. PST AND SPST SUPPORT MEMBERS. The PST and SPST members must:

- a. Provide required support to the PI or SPI.
- b. Add and maintain PS activities to functional plans.
- c. Prioritize surveillance in line with identified program risks.
- d. Issue LODs as needed ~~or when identified by the PST/SPST.~~
- e. Perform surveillance, analysis, and reporting as outlined in DCMA-MAN 3101-02.

2.12. FUNCTIONAL FIRST LEVEL SUPERVISORS. The Functional First Level Supervisors must:

a. Identify the number of personnel and specific skill sets needed to meet PS requirements and recommend resource requirements to the CMO Commander/Director.

b. Review the PSP/SPSP.

c. Appoint members to program PSTs and SPSTs.

~~e.~~ *d.* Enroll PST/SPST members into their respective learning maps.

SECTION 3: PROGRAM INITIATION

3.1. CRR. CRR must be accomplished pursuant to DCMA-MAN 2501-01. *When CRR determines a program needs to be established or the Executive Director, PM&BI determines a high visibility commodity needs to be established, the CMO must request an initial program record in accordance with paragraph 3.2.b.*

3.2. PROGRAM ESTABLISHMENT.

~~**a. Initial Program Record.** When CRR determines a program or DCMA leadership determines a high visibility commodity needs to be established, the CMO must request an initial program record.~~

~~**b. Requesting an Initial Program Record.**~~

~~(1) CMO creates and submits DCMA Form (DCMAF) 3101-01-01, "Program Initiation Form." See Resource Page for form location and guide.~~

~~(2) CMO Commander or Director, OU Commander or Director and the Executive Director, PM&BI will process the DCMAF 3101-01-01 within the PS Application Site.~~

~~(3) The MPS Division validates the information in the DCMAF 3101-01-01.~~

~~(4) The MPS Division creates Program Information Record and a program PST Collaboration Site will be established.~~

~~(5) The MPS Division must notify the initiator at the CMO, the OU MPS staff and other key stakeholders of the outcome.~~

~~**3.3. LEAD CMO.**~~

a. Lead CMO Designation. A Lead CMO will be designated for *all* programs ~~conducting program reporting~~ as well as High Visibility Commodities. *The purpose of the Lead CMO is to serve as the Agency lead to ensure Program Support processes are executed to include the establishment of PSA and delegation of functional surveillance requirements to other CMOs. The lead CMO is the Agency's focal point for addressing all matters related to their assigned program(s). Supporting CMOs must execute to their requirements as outlined in the signed PSA and LOD to assist the lead CMO.* A Lead CMO assignment remains in effect until ~~no longer required (e.g., contract closed, no longer desired)~~ *program termination* or another Lead CMO is designated.

(1) For Major Programs ~~and High Visibility Commodities~~, Lead CMO designation is established by the PM&BI Executive Director *or designee. These Lead CMOs will have a PI appointed while conducting program reporting per 3.3.b.(1).*

(2) For High Visibility Commodities, Lead CMO designation is established by the PM&BI Executive Director or designee. These Lead CMOs may have a PI appointed while conducting program reporting per 3.3.b.(2).

~~(2) (3) For Non-Major Programs and all SAPs Lead CMO designation is established by the OU when reporting is desired by an external customer or DCMA Senior Leadership. If conducting program reporting these Lead CMOs may have a PI appointed if resources are available per 3.3.b.(3).~~

~~(3) Non-Major Programs that do not conduct program reporting will not have a Lead CMO designation established.~~

~~**b. Lead CMO Request.** After the program is established, the CMO submitting the initiation package must submit DCMAF 3101-01-02, "Lead CMO Designation Form." See Resource Page for form location and guide.~~

b. Requesting Program Initiation. The CMO requesting to be the lead, must submit DCMAF 3101-01-01, "Program Initiation Form" to request establishment of a program or high visibility commodity. See Resource Page for form location and guide.

(1) Prior to entering a request, if multiple CMOs are affected, the submitting CMO must coordinate with other CMOs to determine the recommended Lead CMO.

(a) If CMOs concur, the recommended Lead CMO will enter the request.

(b) If no decision can be made, all CMOs enter requests.

(c) The CMO Commander/Director approves or rejects the request.

(2) Once the requests are submitted, the OU staff will evaluate the requests.

(a) If only one OU is involved, the OU Commander/Director can approve or reject the requests.

(b) If multiple OUs are involved, the OUs must coordinate to determine the Lead CMO recommendation.

1. If the OUs concur on Non-Major Programs, the OU Commander/Director approves or rejects the request.

2. If the OUs concur on Major Programs, the OU Commanders/Directors can recommend approval or reject the requests.

3. If the OUs cannot concur on Lead CMO designation, the OUs will contact the MPS Division to escalate and coordinate with the PM&BI Executive Director.

(3) For Major Programs, MPS Division staff will evaluate the request and make a recommendation to the PM&BI Executive Director *or designee*.

(4) For High Visibility Commodities, the Sustainment Center Group staff will evaluate the request and make a recommendation to the PM&BI Executive Director *or designee*.

(5) The PM&BI Executive Director *or designee* must make the final determination with the following options:

(a) Approves/rejects Lead CMO.

(b) Approves/rejects Major Program designation.

(c) Resolves disputed Lead CMO designations.

(d) Rejects with alternative Lead CMO identified.

(6) The MPS Division updates the program *information* record with Lead CMO information.

(7) The MPS Division must then notify the initiator at the CMO and the OU MPS staff.

3.4.3.3. PI/SPI AND PST/SPST.

a. PST Requirements. The PI and SPI with support from functional supervisors are responsible for identifying the number of personnel and specific skill sets needed to perform PS requirements and recommending resource requirements to CMO Commander/Director.

b. Establish PI/PST.

(1) Major Programs. A CMO must appoint a PI and PST for Major Programs. ~~The Lead CMO Commander or Director must appoint a PI and PST members using the Appointment Letter template located on the Resource Page.~~

(a) The Lead CMO Commander or Director must appoint a PI using the PST Collaboration Site.

(b) The functional first level supervisors must appoint PST members to meet the requirements of the PSP using the PST Collaboration Site.

(2) High Visibility Commodities. A CMO may appoint PI and PST for High Visibility Commodities. ~~The Lead CMO Commander or Director must appoint a PI and PST members using the Appointment Letter template located on the Resource Page.~~

(a) When appointing a PI, the Lead CMO Commander or Director must use the PST Collaboration Site.

(b) When appointing PST members to meet the requirement of the PSP, the functional first level supervisors must use the PST Collaboration Site.

(3) Non-Major Programs. Non-Major Programs may appoint a PI and PST within available resources if program reporting has been negotiated with the Program Management Office (PMO). ~~When appointed the Lead CMO Commander or Director must appoint a PI and PST members using the Appointment Letter template located on the Resource Page:~~

(a) When appointing a PI, the Lead CMO Commander or Director must use the PST Collaboration Site.

(b) When appointing PST members to meet the requirement of the PSP, the functional first level supervisors must use the PST Collaboration Site.

~~(4) The PI must ensure signed appointment letters are uploaded to the program's PST Collaboration Site. Program PST Collaboration Site members list must be updated within 30 days of Lead CMO approval or PST personnel changes.~~

(4) The PI should review PST Collaboration Site members list to ensure accuracy.

(5) The PST Collaboration Site members list must be updated within 30 calendar days of Lead CMO approval or PST personnel changes.

~~(5)~~(6) All appointed PIs must perform all PI requirements.

~~**c. SPI/SPST.** When a multifunctional delegation is received, the delegated office's CMO Commander or Director must appoint an SPI and SPST using the PST Appointment Letter template located on the Resource Page. The SPI must upload the appointment letter to the program's PST Collaboration Site. The SPI must ensure signed appointment letters are uploaded to the program's PST Collaboration Site within 30 days of initial delegation receipt or SPST personnel change. All appointed SPIs must perform all SPI requirements.~~

c. SPI/SPST. *When a PSA is signed:*

(1) The supporting CMO Commander or Director must appoint an SPI using the PST Collaboration Site.

(2) The functional first level supervisors must appoint SPST members using the PST Collaboration Site.

(3) The SPI should review PST Collaboration Site members list to ensure accuracy.

(4) Program PST Collaboration Site members list must be updated within 30 calendar days of Lead CMO approval or SPST personnel changes.

(5) All appointed SPIs must perform all SPI requirements.

3.5.3.4. PROGRAM INFORMATION RECORD.

a. Introduction. *The program information record supports Agency-level analysis for reports to external organizations and therefore must be accurate.*

a. b. Initial Program Information Update. After Lead CMO and PI assignment, the PI must populate the remaining fields within the Program Information Record. *See Resource Page for tool location and guide.*

b. c. Program Information Record Integrity. Lead CMOs must:

(1) Maintain the data integrity of their ~~CMO~~ program information records.

(2) Request changes to program information fields ~~which~~ the CMO cannot change using DCMAF 3101-01-03, "Program Information Change Form." See Resource Page for form location and guide.

(3) d. Programs In Blackout. When a program or a contract is undergoing source selection and there is concern that a Program Assessment Report (PAR) might be released which could contain source selection information, then the PI must submit DCMAF 3101-01-03 located on the PS Application Site to establish a blackout period. This prevents anyone outside of the CMO from viewing the PAR during this blackout period. The PI must not upload the PAR to the Acquisition Information Repository (AIR) and instead distribute the PAR using secure means.

d. e. Agency Labor Code.

(1) Establishment.

(a) For DAES programs, Agency Acquisition Program Codes will be established. Upon notification of a new DAES program by the OSD, the MPS Division will use the Agency Labor Code Metadata template to request the establishment of a new code from FB.

(b) All Non-DAES programs will use pre-established service specific Agency Labor Codes (e.g., general Military Service codes or pre-established buying command codes). If those codes will not meet the needs of the organization, a program code may be established. An Agency Labor Code Metadata template will be used to request a new code. The metadata template, along with DCMAF 3101-01-01, will be sent through the appropriate OU Commander to the MPS Division for processing.

(c) The MPS Division will submit to the PM&BI Executive Director for approval prior to sending it to FB.

(d) The MPS Division will notify appropriate organizations once a new code is established and enters it into the Program Information Record.

(2) Retirement.

(a) When a program is removed from the OSD DAES List, the MPS Division will use the Agency Labor Code Metadata template to request retirement of the code.

(b) If the program is still active within DCMA when removed from the OSD DAES List, the CMO will use the appropriate service level code once the program code is retired.

163 (c) The MPS Division will notify appropriate organizations once a program code is
164 retired.
165

SECTION 4: PROGRAM SUPPORT PLANNING

4.1. PSP *AND* SPSP.

a. PSP *and* SPSP Purpose. The PSP is the formal documentation *approved by the CMO Commander or Director* of how the PST (*including SPIs when designated*) operates and communicates with the PI. *The SPSP serves the same function for the SPST and SPI. # They* captures the program information, contractual requirements, contractor information, surveillance scope, program support strategy, risk management strategy, and resource planning. The PSP *and SPSP* assists in onboarding new PST *and SPST* members, transitioning PIs *and SPIs*, and communicating the program scope and expectations with PST *and SPST* members, supervisors, and management. ~~It is~~ *They are* intended to be ~~a~~-living documents that the PI *and SPI* updates as needed.

b. Develop PSP *and* SPSP.

(1) Each PI/PST must develop a PSP using the PSP template (see Resource Page) and Appendix 4A of this document, for each reporting program.

(2) The SPI/SPST must develop *an SPSP using the SPSP template (see Resource Page)* *and* Appendix 4B of this document.

c. Approve PSP *and* SPSP.

(1) The initial PSP and SPSP must be approved by the respective CMO Commander or Director within 60 days of program establishment, ~~delegation acceptance~~ *PSA signature*, or PI/SPI appointment.

(2) The CMO Commander or Director must review and approve each respective PSP and SPSP at a minimum annually or when there is a significant change that impacts PS.

d. Execute PSP *and* SPSP.

(1) The PI and PST members must follow the approved plan.

(2) PST members must capture PS activities in their functional surveillance plans.

(3) The SPI and SPST members must follow the approved plan.

(4) SPST members must capture PS activities in their functional surveillance plans.

e. Monitor and Update PSP *and* SPSP. At a minimum, the PSP and SPSP must be reviewed and updated as applicable by the PI/SPI with support from the PST/SPST every six months to ensure the plan is comprehensive and addresses any surveillance gaps or when *there are*:

(1) New contracts or significant contract modifications ~~is~~ awarded (e.g., Over Target Baseline/Over Target Schedule (OTB/OTS), new requirements, greater than 20 percent change in dollar value).

(2) Changes to customer expectations (e.g., Memorandum of Agreement (MOA) revision).

(3) Changes to contract technical requirements.

(4) Significant changes to risk level of contractor processes.

(5) Changes to PST/SPST functional composition.

(6) Acquisition phase changes.

(7) Surveillance shortfalls due to CMO resource limitations.

f. Upload PSP and SPSP. All current program PSPs and SPSPs must be loaded and maintained in the program's PST Collaboration Site.

4.2. PROGRAM RISK.

a. Introduction. *In order to prioritize surveillance the PST and SPST must identify top program risks and issues. These risks and issues are captured using the Program Risk template and are updated throughout the program life cycle.*

a. b. Program Risk Criteria. The PI/PST must determine the program likelihood and consequence criteria using the Program Risk template and Program Risk Guide located on the Resource Page.

b. c. Track Program Risk. The PI/PST must enter and track DCMA's top risks and issues on the program, at least quarterly, in order for the PST to prioritize their surveillance activities. A risk register template is provided on the Resource Page. The working copy must be maintained on the program's PST Collaboration Site.

c. d. Supplier Risk Criteria. The SPI/SPST must determine the supplier's risk criteria using the Program Risk template and Program Risk Guide located on the Resource Page.

d. e. Track Supplier Risk. The SPI/SPST must enter and track DCMA's top risks and issues for the supplier using the Program Risk template, at least quarterly, in order for the SPST to prioritize their surveillance activities.

e. f. Prioritize Surveillance. PST and SPST members must prioritize highest program risks and issues identified and adjust surveillance requirements.

f. g. Program Risk Management Location. The collection of working Program Risk documents must be maintained on the program's PST Collaboration Site.

4.3. ~~MULTIFUNCTIONAL LOD PROGRAM SUPPORT AGREEMENT.~~

~~**a. Conditions for Multifunctional LOD.** A Multifunctional LOD is used on Major Programs to assign responsibilities and surveillance requirements to another CMO. The multifunctional delegation is the basis for creating an SPI and SPST.~~

a. Introduction. The PSA is an agreement between CMOs to establish responsibilities for Program Support requirements. The PSA is the basis for appointing an SPI and creating an SPST.

b. Delegating Surveillance.

(1) Surveillance requirements will be delegated per DCMA-MAN 2101-04, "Delegate Surveillance."

(2) A PSA is not required for single functional delegations. Program Support requirements (i.e., PST meeting attendance, reports, etc.) must be included in the delegation.

c. Conditions for Program Support Agreement.

(1) Major Programs. Major Programs will use the ~~multifunctional delegation~~ *PSA* process under the following conditions:

(a) Major Suppliers. The PI/SPI must issue a ~~multifunctional delegation~~ *PSA* to CMOs for major suppliers when ~~more than one functional area~~ *a Support PAR* is required for surveillance.

(b) Significant Suppliers. The PI/SPI may issue a ~~multifunctional delegation~~ *PSA* to CMOs for significant suppliers.

(c) Multiple Primes. The PI must issue a ~~multifunctional delegation~~ *PSA* to CMOs that have a prime contract and are not designated the Lead CMO.

(d) Alternate Place of Performance. When the Lead CMO is determined to be at an Alternate Place of Performance, the administrative CMO must issue a ~~multifunctional delegation~~ *PSA* to the Lead CMO.

(2) Sub-Programs supporting Major Programs. The PI must issue a ~~multifunctional delegation~~ *PSA* to support CMOs for sub-programs that are not designated as a Major Program themselves.

~~(3) Non-Major Programs. Reporting programs will use the standard functional delegation process.~~

b. d. Multifunctional Delegation Program Support Agreement Requirements. The ~~delegator issuer~~ must determine the requirements (*i.e., PST meeting attendance, reports, etc.*) of the ~~multifunctional delegation~~ *PSA*. These requirements should form the basis of negotiation with the receiving CMO. Once the required ~~surveillance~~ activities are determined, the ~~delegator~~

issuer must initiate negotiations with receiving CMO leadership. ~~Delegations must be issued using the standard functional delegation tool.~~

~~(1) Multifunctional Delegation. The delegator must coordinate a multifunctional LOD using the multifunctional LOD template on the Resource Page to receiving CMO. The minimum multifunctional LOD content must include:~~

(1) PSA Submission. The issuer must coordinate the PSA with the receiving CMO. The PSA must be issued using the PSA Template located on the Resource page. The minimum PSA content must include:

- (a) PI (or ~~delegating~~ *issuing* SPI) contact information.
- (b) Receiving CMO Commander or Director (or designee).
- ~~(c) Required surveillance activities.~~
- ~~(d)~~ (c) Supporting documents (e.g., MOA, Quality Letter of Instruction).
- ~~(e)~~ (d) Personnel security clearance requirements.
- ~~(f)~~ (e) Contract numbers.
- ~~(g)~~ (f) Commercial and Government Entity (CAGE) codes.
- ~~(h)~~ (g) Agency labor code (if applicable).
- ~~(i)~~ (h) PSP *or SPSP* requirements (e.g., Program Notification criteria, MOA requirements, meetings, report submission, due dates, *EVM analysis and reporting requirements*).

~~(2) Multifunctional Delegation Approval. The issuing CMO Commander or Director or designee and receiving CMO Commander or Director or designee will sign the multifunctional LOD. After approval, the DCMA Delegation eTool must be used to prepare and send the delegation. The contract documents and signed multifunctional LOD must be attached to the delegation in the eTool.~~

(2) PSA Signature. The issuing CMO Commander or Director or designee and receiving CMO Commander or Director or designee will sign the PSA. After signing, the PSA must be uploaded to the PST Collaboration Site.

(3) ~~Multifunctional Delegation PSA Escalation.~~ If no agreement can be reached between the two CMOs, then the CMOs should escalate to the OUs.

(4) ~~Review and Update Multifunctional LOD PSA.~~ The ~~delegator~~ *issuer*, in coordination with the receiving CMO, must review the ~~multifunctional LOD PSA~~ on at least an annual basis, *and update as needed.* ~~or whenever there are programmatic changes. The multifunctional LOD must be updated to reflect any changes in surveillance requirements.~~

4.4. MOA.

a. MOA Conditions. CMOs must document support agreements with PMOs (program, product, or project) through MOAs when required in accordance with DCMA-MAN 3101-04, “Customer Support.”

b. MOA Storage. The PI must upload the signed program MOA into the program’s PST Collaboration Site.

c. Existing MOAs. The PI should be aware of any enterprise or OU level MOAs that may affect their program.

4.5. WAIVERS AND DEVIATIONS.

a. Waiver Process. *Requests for exception to this manual must be follow the wavier process in the DCMA-MAN 501-01, “Policy Issuances Procedures.”*

b. Waiver Storage. *Approved waivers must be uploaded to the PST Collaboration Site.*

APPENDIX 4A: PROGRAM SUPPORT PLAN

4A.1. PSP PURPOSE. The PSP is generated by the PI to capture the business rhythms and requirements for the PI, PST, and CMO to communicate efficiently. It is approved by the CMO Commander or Director and ~~should~~ *must* be reviewed by functional supervisors to ensure compliance.

4A.2. PSP TEMPLATE. Each section below aligns with the PSP template and provides guidance on how to complete the template. Follow each section in the template and populate each section as described.

a. Purpose. The text of the PSP Purpose is provided in the PSP template. The PI must enter the program long name and DCMA office.

b. References. This section should identify guidance or information resources that support the development of the PSP and/or surveillance of the program. Examples may include:

- (1) FAR, Part 42, “Contract Administration.”
- (2) DFARS, ~~Part~~ 242.302, “Contract Administration Functions.”
- (3) Program MOA.
- (4) Program Systems Engineering Plan (SEP), Test And Evaluation Master Plan (TEMP), Integrated Master Plan (IMP), etc.
- (5) DCMA policy publications, DCMA Instructions for applicable functional areas, and other pertinent DCMA Policy Issuances.
- (6) Supporting tools (e.g. Corrective Action Request (CAR) eTool, Program PST Collaboration Site, Integrated Workplace Management System (IWMS) PAR, Defense Acquisition Management Information Retrieval (DAMIR), Acquisition Information Repository (AIR), *PMO Process for EVM submission if not using the EVM-Central Repository*).
- (7) DoD Risk, Issue, and Opportunity Management Guide for Defense Acquisition Programs.
- (8) Program acronym list.

c. Program Background.

(1) Program Description. Provide a brief summary of the overall program. Sources of information needed to develop this section include: the contract, the program information record, DAMIR, Program Manager (PM), and contractor briefings and program descriptions located on the PM’s and/or contractor’s Web sites. **This section must include:**

(a) A brief description of the program, objectives, major products, and systems.

(b) Program office including contact information.

~~(c) Acquisition Category (ACAT) level.~~

~~(d) Major Program (Y/N).~~

~~(e) DAES (Y/N).~~

~~(f) Reporting group (A, B, C).~~

(2) Program Links. Program PST Collaboration Site, Program Information Record, IWMS, *and CMO/PST operated sites if applicable.*

(3) Contractor Information. Provide information relative to the contractor being surveilled. **This section must include:**

(a) Contractor name.

(b) CAGE code.

(c) Location (City, State, Country).

(d) A brief description of contractor capabilities and facilities.

d. Surveillance Scope.

(1) Program Scope of Work. This section should include a high level summary of the Contract Receipt and Review/Contract Technical Review (CRR/CTR). This should identify the ~~number of SPIs~~ *PSAs* and delegations, contract deliverables, major milestones, Earned Value Management (EVM) reporting requirements, and high risk areas.

(2) MOA. Provide a synopsis of all MOAs negotiated with the PMO, if applicable. **When an MOA is used, this section must include:**

(a) Customer goals.

(b) PMO specified reports and frequency.

(3) Suppliers and Alternate Primes. Major and significant suppliers must be populated in the program's PST Collaboration Site. *Other suppliers may be populated on the supplier tab at the discretion of the PI/PST.*

e. Program Support Strategy.

(1) Program Support Team (PST) Organization. The text of the PST Organization section is provided in the template.

(2) PST Business Rules. Describe how the PST and SPIs will communicate programmatic issues and analyses internally and externally. **This section must describe:**

- (a) PST meeting frequency, method, and deliverables.
- (b) Local functional input review process, feedback loop, and “no input” procedure.
- (c) Requirements for functional input review by first level supervisor beyond requirements in DCMA-MAN 3101-02.
- (d) Communication and other meetings with CMO Leadership, PMO, contractor, delegated CMOs, OUs, etc.
- (e) Program Notification (PN) submission and review process (PST and delegated) beyond requirements in DCMA-MAN 3101-02.
- (f) Operations security considerations (e.g., encrypted email requirements, markings, site access, badging).

(3) PST Outputs and Reports. Describe the outputs and reports required to support the program and due dates.

(a) PAR Development. **This section must include when and how:**

- 1. Functional delegations submit input to PST member.
- 2. PST members provide functional inputs (electronic Functional Input template (eFIT), Prime Control of Subcontractor Assessment (PCSA), EVM Analysis, Business System Status *comments*, etc.).
- 3. Functional supervisor approval of functional inputs.
- 4. SPIs submit inputs to PI.
- 5. Internal reviews of draft PAR.

(b) Program Notification Development. **This section must include** additional CMO, OU or program specific criteria for determining when a PN is required.

(c) MOA Development. **When an MOA is used, this section must include *if a MOA is used*:**

- 1. Due dates of MOA requirements.
- 2. Information required for reporting.
- 3. Negotiation timetable for MOA update.

(4) PST Limitations and Adjustments. The PSP must identify a process for adjusting surveillance and team membership to handle significant changes or limitations to provide support to significant contract events.

f. Aggregate Methodology. This section should include the detailed program aggregate methodology for the CPA and PA if there is detail beyond what is captured in the PAR Section 2.

APPENDIX 4B: SUPPORT PROGRAM SUPPORT PLAN

4B.1. SPSP PURPOSE. The SPSP is generated by the SPI to capture the business rhythms and requirements for the SPI, SPST, and CMO to communicate efficiently. It is approved by the CMO Commander or Director and should be reviewed by functional supervisors to ensure compliance.

4B.2. SPSP TEMPLATE. Each section below aligns with the SPSP template and guidance on how to complete the template. Follow each section in the template and populate each section as described.

a. Purpose. The text of the SPSP Purpose is provided in the SPSP template. The SPI must enter the program name and DCMA offices.

b. References. This section should identify guidance or information resources that support the development of the SPSP and/or surveillance of the delegation. Examples may include:

- (1) PSP.
- (2) Subcontracts, Purchase Orders.
- (3) Program MOA.
- (4) Suppliers contractual documents.
- (5) DCMA policy publications, DCMA instructions for applicable functional areas, and other pertinent DCMA policy issuances.
- (6) Supporting tools (e.g., CAR eTool, Program PST Collaboration Site, IWMS PAR, DAMIR, AIR).

c. Program Background.

(1) Program Description. Provide a brief summary of the delegated effort. Sources of information needed to develop this section include: the subcontract, the delegation, Lead CMO, and supplier briefings. **This section must include:**

(a) A brief description of the delegated effort, objectives, major products, and systems.

(b) Lead CMO.

~~(c) ACAT level, if applicable (e.g., sub-program, dual prime).~~

~~(d) DAES (Y/N) of program.~~

~~(e) Reporting group (A, B, C) of program.~~

(2) Program Links. Program PST Collaboration Site link.

(3) Supplier or Alternate Prime. Provide information relative to the supplier and delegated effort. **This section must include:**

- (a) Supplier name.
- (b) CAGE code.
- (c) Location (City, State).
- (d) A brief description of supplier capabilities and facilities.

d. Surveillance Scope.

(1) Delegated Scope of Work. This section should include a high level summary of the CRR/CTR. This should identify the ~~number of SPIs~~ *PSAs* and delegations issued by SPST as well as supplier deliverables, milestones, and high risk areas.

(2) ~~Delegations~~ *Program Support Agreements*. Provide a synopsis of ~~all delegations the PSA~~ negotiated with the Lead CMO. **This section must include:**

- (a) ~~Delegation~~ *PSA* date and signatories.
- (b) Specified reports and frequency.

(3) Suppliers. Major and significant suppliers are populated in the program's PST Collaboration Site.

e. Program Support Strategy.

(1) SPST Organization. The text of the SPST Organization section is provided in the template.

(2) SPST Business Rules. Describe how the SPST and SPIs will communicate programmatic issues and analyses internally and externally. **This section must describe:**

- (a) SPST meeting frequency, method, and deliverables.
- (b) Local functional input review process, feedback loop, and "no input" procedure.
- (c) Requirements for functional input review by first level supervisor.
- (d) Communication and other meetings with CMO Leadership, Lead CMO, subcontractor, delegated CMOs, OUs, etc.
- (e) PN submission and review process to the Lead CMO.

(f) Operations security considerations (e.g., encrypted email requirements, markings, site access, badging).

(3) PAR Development. Describe the outputs and reports required to support the delegation and due dates. **This section must include when and how:**

(a) Functional delegations submit input to SPST member.

(b) SPST members provide functional inputs (eFITs, PCSA, EVM Analysis, Business System Status *comments*, etc.).

(c) Functional supervisor approval of functional inputs.

(d) ~~Delegated~~ *Subtier* SPIs submit inputs to SPI.

(e) Internal reviews of draft Support PAR.

(f) SPI inputs to the PI (e.g., Support PAR).

(g) EVM Analysis inputs to the PST.

(4) SPST Limitations and Adjustment. The SPSP must identify a process for adjusting surveillance and team membership to handle significant changes or limitations to provide support to significant contract events.

SECTION 5: PROGRAM TRANSITION, SUSPENSION, OR TERMINATION

5.1. PROGRAM TRANSITION TO ANOTHER CMO.

a. Change of Responsibilities. ~~To CMOs must~~ ensure the seamless transition of required program surveillance, ~~the losing CMO must conduct transition meetings with the PMO, the gaining CMO, and associated OUs. In addition to the standard Contract Administration Service (CAS) workload transition, CMOs must conduct the following activities.~~

b. Transition Meeting. *The losing CMO must conduct transition meetings with the PMO, the gaining CMO, and associated OUs.*

~~b.~~ c. Lead CMO Transition Requirements.

(1) The gaining CMO must:

(a) Appoint an interim PI to work transition issues.

~~(b) Request Lead CMO designation.~~

~~(e-b)~~ Reestablish or transfer delegations and MOAs under the new CMO.

~~(d-c)~~ Submit DCMAF 3101-01-03 (see Resource Page for form location and guide) to *request Lead CMO designation and to* update the program information record.

~~(e-d)~~ Update the program's PST Collaboration Site.

(e) Coordinate and issue a new PSA.

(2) The losing CMO must:

(a) Provide the gaining CMO with the following as applicable:

1. Contractual documents (e.g. contract numbers, statement of work (SOW), Contract Data Requirements List (CDRL).

2. Contractor deliverables (e.g., Integrated Program Management Report (IPMR), Integrated Master Schedule (IMS), drawings, test plans).

3. Program PST Collaboration Site, DAMIR, and AIR location.

4. Point of Contact (POC) List.

5. Program performance (cost, schedule, technical).

6. Issues, risks, opportunities, observations, and associated assessments.

7. OTB, OTS, and Single Point Adjustment history.

8. Integrated Baseline Review (IBR) status (e.g., open action items, impacts).
9. Subcontractor performance (cost, schedule, technical).
10. Delegations (e.g., major suppliers, functional delegations, POCs).
11. Future program developments.
12. List of recent CARs impacting the program.
13. Lessons learned.
14. Program acronym list.

(b) Close delegations *and PSAs* once new delegations *and PSAs* are established by the gaining CMO if not transferred.

(c) Notify the OU that DAMIR and AIR access are no longer required. The OU must then notify the MPS Division.

(d) ~~Rescind PI/PSST appointment letters~~ *Update PST Collaboration Site Team.*

(e) If applicable, transition to SPI/SPST and support the new Lead CMO.

***e.d.* Supplier CMO Transition.** To ensure the seamless transition of required supplier surveillance, the losing CMO should conduct transition meetings with the Lead CMO, gaining CMO, and associated OUs. PIs and SPIs may use the requirements in paragraph 5.1.b. to facilitate the transition.

5.2. SUSPENSION OR TERMINATION OF PS REQUIREMENTS.

a. Review of PS Requirement. The Lead CMO must review the program to determine when to terminate or suspend program support once the program is:

- (1) Near completion (e.g., 90 percent complete in deliveries, source selection).
- (2) Under a temporary stop work.
- (3) Entering sustainment phase.

b. Suspension of PS Requirements. The Lead CMO may request relief from part or the entirety of the PS requirements.

- (1) Suspensions must be reevaluated quarterly by the Lead CMO and OU.
- (2) The Lead CMO must submit DCMAF-3101-01-03 to re-instate a program.

(3) The Lead CMO must request termination of PS when determined the program suspension will exceed the 12-month period or will not continue upon reevaluation.

c. Conditions for Terminating PS.

(1) All contracts have been completed.

(2) PS requirements are no longer desired (i.e., contracts are near completion and reporting is no longer required by OSD/PMO).

d. Suspension or Termination *Request* Process.

(1) When *requesting to terminating terminate* or *suspending suspend* PS, the Lead CMO must submit DCMAF 3101-01-04, "Suspension/Termination Request Form" ~~to the OU Commander or Director~~ through the OU MPS lead. See Resource Page for form location and guide.

(2) The OU ~~Commander/Director~~ MPS lead will ~~reject the request or concur~~ *review and provide a recommendation and forward the request* to the MPS Division.

(3) The MPS Division will provide a recommendation to the PM&BI Executive Director *or designee*.

(4) The PM&BI Executive Director *or designee* will reject the request or relieve the Lead CMO of PS requirements. The MPS Division will formally notify the OU MPS lead.

(5) The Lead CMO must submit a final PAR or PN addressing suspension or termination of program reporting.

(6) When terminating PS:

(a) The MPS Division will coordinate with the Lead CMO, OUs, the Program Office, Customer Engagement Group, and PM&BI Service Lead to determine Program Information record status.

(b) The MPS Division will mark the program complete, restructured, or canceled as appropriate within the Program Information Record and will rescind the Lead CMO designation.

(c) The Lead CMO must rescind ~~associated appointment letters~~ *PSAs*, MOAs, and LODs.

(d) The Lead CMO must notify the OU that DAMIR and AIR access are no longer required. The OU must then notify the MPS Division.

(e) All PST Collaboration Site documents and inputs will be removed once a program is terminated.

(f) The CMO will continue standard CAS function using the CMT process on active contracts.

(7) When suspending program support, the MPS Division will change the program status to inactive.

SECTION 6: TRAINING

6.1 DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA) TRAINING REQUIREMENTS.

a. PI Major Program Training Requirement. PIs assigned to Major Programs must be DAWIA Level III certified in Program Management within 24 months of ~~appointment letter issuance~~ *assignment*.

b. PI Non-Major Program, High Visibility Commodities, and SPI Training Requirement. PIs assigned to Non-Major Programs, High Visibility Commodities, and all SPIs must be DAWIA Level II certified in Program Management within 24 months of ~~appointment letter issuance~~ *assignment*.

c. Military Personnel.

(1) Military personnel assigned as a PI/SPI must be on a DCMA and Service Program Management billet and:

(a) Pursue DAWIA certification in Program Management to the level of their assigned billet. This level of certification may deviate from this manual's DAWIA Training Requirements.

(b) Adhere to the DCMA "Program Support Training" requirements and associated learning maps. If the military person assigned is unable to get "Priority 1" funding from their service, then it is the responsibility of the DCMA Human Capital to fund the course(s).

(2) Military personnel assigned to other acquisition billets:

(a) May assist PI/SPIs in their function by serving as a "Deputy PI/SPI." Deputies must work under or along-side personnel assigned as the PI/SPI who are on a Program Management billet.

(b) Will not be required to adhere to the DAWIA and "Program Support Training" requirements in this manual; however, they should be actively pursuing certification in their required career field and taking advantage of other program support training opportunities.

6.2. PROGRAM SUPPORT TRAINING.

a. Initial Training. *Initial program support training is available for CMO Commanders or Directors, PIs/SPIs, and PST/SPST* ~~members must complete the initial program support training as outlined~~ *on the Resource Page.*

b. PI/SPI. PIs/SPIs must be enrolled in the PI/SPI learning map by their supervisor and complete it within 24 months of assignment.

c. PST/SPST. PST/SPST members must be enrolled in the PST/SPST learning map by their supervisor and complete it within 12 months of assignment.

d. EVM Analysis. PST/SPST members assigned EVM Analysis responsibilities must be enrolled in the EVM Analyst learning map by their supervisor and complete it within 24 months of assignment.

e. Supply Chain Analysis. PST/SPST members assigned Supply Chain Analysis responsibilities must be enrolled in the Supply Chain Analyst learning map by their supervisor and complete it within 24 months of assignment.

f. Integrated Program Analysis (PST300). PST/SPSTs selected by the MPS Division, **in coordination with the OUs**, must participate in PST300. CMOs or OUs may nominate PST/SPSTs to the MPS Division if they meet the requirements of the course.

g. Other PS Training. PST/SPST members should attend other PS training opportunities provided throughout the year.

GLOSSARY

G.1. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

ACAT I. Programs categorized as Major Defense Acquisition Program (MDAP) or Major Automated Information Systems (MAIS) programs that have been designated ACAT I by the Milestone Decision Authority.

Alternate Place of Performance. Cases where a CMO has been awarded a contract but the place of performance has been designated to an alternate CMO.

Administrative CMO. The CMO with cognizance over the CAGE.

Component Heads. The leader of a DCMA component who reports directly to the Office of Director, DCMA.

Contract Management Team (CMT). The CMT reviews new contracts; performs an initial contract review; determines skill-set and PST organizational requirements to support new Major Programs; and as deemed necessary by the Administrative Contracting Officer (ACO), conducts a Post Award Orientation Conference with all CMT members assigned to that contract.

Defense Acquisition Executive Summary (DAES). Principal mechanism for tracking programs between milestone reviews. It is both a reporting and review process serving two primary purposes: (1) provide awareness of the execution status of all reporting programs; and (2) provide assessments that identify emerging execution issues that warrant senior leadership attention.

Defense Acquisition Management Information Retrieval (DAMIR). OSD tool used to communicate program assessments and information across the DoD Acquisition Enterprise.

High Visibility Commodities. A family or class of similar material or product, of significant interest to a customer and designated by the PM&BI Executive Director, organized together for the purpose of managing and providing systemic insights (i.e., conventional ammunition, body armor).

Learning Map. The set of courses required to be completed for specific career field or defined group within the Talent Management System.

Lead CMO. DCMA CMO responsible for oversight of all elements of a Program or High Visibility Commodity and serves as the integration point for DCMA planning, surveillance, analysis, and reporting for all CMOs supporting the program.

Major Automated Information Systems (MAIS). DoD acquisition program for an automated information system that is either designated by the Milestone Decision Authority as a MAIS, or estimated to exceed certain dollar levels.

Major Defense Acquisition Program (MDAP). Programs estimated by the ~~OUSD(AT&L)~~ *Department of Defense* to require eventual expenditure for Research, Development, Test and Evaluation of more than \$~~365 480~~ million (Fiscal Year (FY) ~~2000~~ *2014* constant dollars) or procurement of more than \$~~2.19~~ *2.79* billion (FY ~~2000~~ *2014* constant dollars), or those designated by the ~~OUSD(AT&L)~~ *Milestone Decision Authority* to be MDAPs.

Major Programs. A term used by DCMA to identify those programs with specific reporting requirements. Major Programs include:

- ACAT I/MDAPs
- ~~DAES programs (excluding MAIS)~~
- Missile Defense Agency Ballistic Missile Defense System programs
- Strategic Systems Programs
- Additional programs or sub-programs designated by the PM&BI Executive Director

Major Supplier. Subcontractor or other prime corporate business unit that has contractual Earned Value Management System (EVMS) requirements or represent a significant percentage of the contract acquisition cost (i.e., at least 20 percent of contract acquisition cost).

Memorandum of Agreement (MOA). The program MOA is a bi-lateral or multi-lateral document endorsed by the CMO Commander or Director and PMO Manager, which identifies the goals of DCMA support.

~~**Multifunctional Delegation.** A formal tasking agreement between DCMA organizations requiring surveillance by multiple functional areas.~~

~~**Non-Major Program.** A Program not meeting the definition of a Major Program. Non-Major Programs will follow CMT procedures unless otherwise annotated. A term used by DCMA to identify programs under the following conditions:~~

- *Programs on a Service list or OSD within Engineering & Manufacturing Development (EMD) or Production phases that are not designated as a major program*
- *Not DLA or supply contract*

Operational Unit (OU). DCMA organizational entity charged with ensuring mission accomplishment for their organization. For purposes of this Manual only, OUs include: East, Central, and West Regions, International Directorate, and Special Programs Directorate.

Program. A directed, funded effort that provides a new, improved, or continuing materiel, weapon or information system, or service capability in response to an approved need.

Program Integrator (PI). Primary DCMA representative to the procuring customer and leads a PST comprised of functional experts. PI assesses contractor performance, predicts future performance, and makes actionable recommendations related to future programmatic efforts.

Program Reporting. Providing periodic reports to external customers and/or DCMA Senior Leadership consisting of PARs ~~or assessments to the DAES.~~

Program Support Agreement (PSA). *The PSA is an agreement between CMOs to establish responsibilities for Program Support requirements. The PSA is the basis for appointing an SPI and creating an SPST.*

Program Support Plan (PSP). Formal documentation of how the PST operates and communicates with the PI signed by the CMO Commander or Director.

Program Support Team (PST). The PST is a matrixed multifunctional team lead by a PI which supports a major acquisition program. The PST may include functional specialists from contract administration, EVM, quality assurance, engineering, software, manufacturing and production, supply chain management, as well as other functions.

Significant Supplier. A non-Major Suppliers whose failure to perform can significantly diminish program success (*e.g., a single source supplier, critical path part*) or is impacting the program's assessment rating.

Sub-Program. A program that provides components to another program.

- a. Sub-programs may be designated as a Major Program if:
 - (1) They separately meet the Major Program definition;
 - (2) OSD or the service considers them separate programs for reporting; or
 - (3) They have separate Prime contractors and/or PMs and it's in the best interest of DCMA to report them separately.
- b. Unless designated a Major Program, sub-programs will provide support to a Lead CMO if they are components of a Major Program.

Support Program Integrator (SPI). Primary DCMA representative to either the PI or the next higher tier Support PI. The Support PI provides input to the PI concerning their independent assessment of the program element(s) they have been delegated. The Support PI leads *an* SPST comprised of functional experts.

Support Program Support Team (SPST). The SPST is a matrixed multifunctional team led by a Support Program Integrator which supports a significant element, subcontract, or subsystem of a major acquisition program.

G.2. ACRONYMS.

ACAT	Acquisition Category
AIR	Acquisition Information Repository
CAGE	Commercial and Government Entity
CAR	Corrective Action Request
CMO	Contract Management Office
CMT	Contract Management Team
CPA	Contract Performance Assessment
CRR	Contract Receipt and Review
DAES	Defense Acquisition Executive Summary
DAMIR	Defense Acquisition Management Information Retrieval
DAWIA	Defense Acquisition Workforce Improvement Act
DCMAF	DCMA Form
DCMAF 3101-01-01	Program Initiation Form
DCMAF 3101-01-02	Lead CMO Designation Form
DCMAF 3101-01-03	Program Information Change Form
DCMAF 3101-01-04	Suspension/Termination Request Form
DCMA-INST	DCMA Instruction
DCMA-MAN	DCMA Manual
DFARS	Defense Federal Acquisition Regulation Supplement
eFIT	electronic Functional Input Template
EVM	Earned Value Management
FAR	Federal Acquisition Regulation
FB	Financial and Business Operations Directorate
FY	Fiscal Year
IWMS	Integrated Workplace Management System
LOD	Letter of Delegation
MAIS	Major Automated Information Systems
MDAP	Major Defense Acquisition Program
MOA	Memorandum of Agreement
MPS	Major Program Support
OTB	Over Target Baseline
OTS	Over Target Schedule
OU	Operational Unit
PA	Production Assessment
PAR	Program Assessment Report

PCSA	Prime Control of Subcontractor Assessment
PI	Program Integrator
PM	Program Manager
PM&BI	Portfolio Management and Business Integration Directorate
PMO	Program Management Office
PN	Program Notification
POC	Point of Contact
PS	Program Support
<i>PSA</i>	<i>Program Support Agreement</i>
PSP	Program Support Plan
PST	Program Support Team
SAP	Special Access Program
SCI	Sensitive Compartmented Information.
SPI	Support Program Integrator
SPSP	Support Program Support Plan
SPST	Support Program Support Team
TEMP	Test and Evaluation Master Plan

REFERENCES

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DCMA Manual 2501-01, "Contract Receipt and Review"

DCMA Manual 3101-02, "Program Support Analysis and Reporting," *November 22, 2017*

DCMA Manual 3101-04, "Customer Support"

DCMA Manual 501-01, "Policy Issuance Issuances Procedures," April 13, 2017

Defense Federal Acquisition Regulation Supplement (DFARS) 242.302(a)(S-75), May 28, 2014

DoD Directive (DoDD) 5105.64, "Defense Contract Management Agency (DCMA),"

January 10, 2013

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~~OUSD(AT&L), "DAES Assessment Deskbook," December 14, 2012~~

~~OUSD(AT&L), "DAES Assessment Guidelines," December 13, 2012~~